



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX  
111 EAST CHAFFEE AVENUE  
FORT KNOX, KENTUCKY 40121-5123

REPLY TO  
ATTENTION OF:

Expires 13 February 2008

ATZK-CG (600)

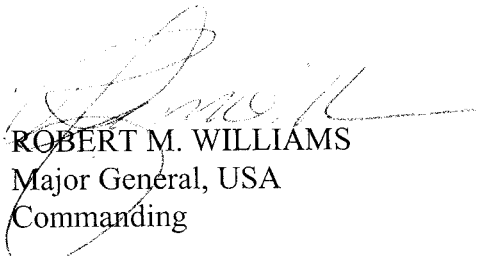
13 February 2006

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 21-06 – Commander's Open Door Policy

1. Reference AR 600-20, Army Command Policy, 13 May 2002.
2. Commanders at all levels will establish an "Open Door" that allows Soldiers the opportunity to present concerns, facts, problems of a personal or professional nature, or other issues under a set procedure. Unit commanders will determine specific procedures for their open door policy. The "Open Door" policy must be what best suits the climate of command in his/her unit.
3. I strongly encourage Soldiers to make the chain-of-command function by allowing their leaders and supervisors every opportunity to assist in resolving an issue. Immediate commanders must attempt to resolve problems and handle Soldier's concerns to the best of their ability. Quick resolution of the problem at the lowest level possible will have a favorable impact on unit readiness.
4. Soldiers whose issues or concerns are not able to be resolved by their immediate commander may request to see me by appointment through the appropriate brigade-level commander or partner in excellence commander.
5. Post a copy of this memorandum along with the immediate commander's open door policy to all unit bulletin boards.

  
ROBERT M. WILLIAMS  
Major General, USA  
Commanding

DISTRIBUTION:

C

CF:

CDRS, Fort Knox Partners in Excellence